



O.J.T.

On-The-Job Training
On-The-Job Training

Federally funded training programs offer an excellent opportunity for both employers and qualified participants. On-The-Job Training, (OJT) can occur within the private or public sectors. Knowledge and skills must be learned in order for the individual to participate in this program.

BENEFITS OF OJT

1. Allows the employer to train according to the needs of their organization
2. Recovers the extraordinary costs of hiring, training, and retaining new employees
3. Negotiated reimbursement of employee wages paid during the training period

FOR MORE INFORMATION:

CALL

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Bitterroot Job Service Workforce Center

ON-THE-JOB TRAINING (OJT)

On-the-job training (OJT) is training by an employer that is provided to a paid participant while engaged in productive work in a job that provides knowledge or skills essential to the full and adequate performance of the job.

Employers who participate provide necessary equipment and training to an individual with the expectation that the employee will be retained in permanent employment. OJT is used for occupations in higher skilled categories and is not to subsidize employment of low-skill occupations, which require very little training time. OJT is only appropriate for the length of time necessary to be trained in the specific occupation and is determined by using a Specific Vocational Preparation (SVP) Code to determine a Job Zone Level.

If the occupation is identified by the Bureau of Apprenticeship and Training of the Department of Labor, as an apprentice-able occupation, the contract will be coordinated with the Apprenticeship Section of the Department of Labor, with the knowledge and approval of the employer.

Before an OJT contract can be written, the employer will be asked to complete an OJT Proposal providing information on the type of occupation, starting and ending wage, and major job duties and/or areas in which the employee will receive training. The prospective employee has to meet the eligibility requirements of the WIA training program and the need for training would have to be determined. If they possess the skill for that occupation already, there may not be a need for training.

Reimbursement for an OJT can be up to 50 percent of the wages paid to the worker by the employer during the approved training period. Reimbursement can not be made for overtime wages, holidays, sick leave, or vacations.

Training that is NOT considered appropriate includes, but is not limited to:

- a. Occupations in lower wage industries where prior skill or training is not pre-requisite for hiring;
- b. Occupations with high labor turnover;
- c. Occupations, which lead to relocation of establishments from one area to another;
- d. Seasonal occupations;
- e. Occupations with a substantial number of experienced and able workers who are presently unemployed;
- f. Occupations dependent on tips and/or commission to equal the minimum wage;
- g. Occupations with low paying, dead-end jobs.

No person shall start working in a proposed OJT until a contract has been negotiated and signed.